

Zero Tolerance Drug and Alcohol Policy and Drug And Alcohol Testing

Policy Title: Zero Tolerance Drug and Alcohol Policy with Drug and Alcohol Testing

Updated Date: 9/24/2019

J. B. Sullivan Inc: dba: Sullivan's Foods, Ace Hardware, Savanna Inn and Suites, Savanna Station, Hampton Inn and Suites, Hampton Inn, Home 2 and Fund 601. The previously listed entities for sake of this policy are referred to as "The Company" is committed to achieving and maintaining a safe and productive work environment for all employees. This includes providing a drug-free, healthful, safe, and secure work environment. The company will not tolerate the use of alcohol or drugs on premises, nor will the company allow employees to work while they are under the influence of alcohol or marijuana, or illegal drug. Each employee is expected and required to report to work in an appropriate mental and physical condition to perform his or her assigned duties.

To help ensure a safe and healthful working environment, employees may be asked to provide samples (such as urine, saliva, hair, or breath tests) to identify the illicit or illegal use of drugs and alcohol.

The company performs drug tests in the following situations:

- For-cause, which includes Reasonable Suspicion
- and Post Accident Reasonable Suspicion

The Human Resource Department is responsible for the drug and alcohol testing policy. Kathy Christensen will determine which types of tests are used, when they are used, and on who they are used, with consideration given to applicable state laws.

Any employee with drug or alcohol problem is encouraged to come forward to seek help at any time.

Procedures

Copies of the drug testing policy will be provided to all employees via posting at the stores and on the Sullivan's Foods Website which is www.sullivansfoods.net. Password is : sullivan's!. All employees will read, understand, and abide by the tenets of this policy. Questions concerning this policy or its administration should be directed to The Human Resource Department . Those individuals who use medical marijuana are to inform and present information to Sullivan's regarding such use to ensure their safety in the position that they are hired for or are working.

All employees will be required to sign a release authorization giving the company access to the results of the required tests. Employees refusing to sign the release may be terminated, as may

those refusing to be tested and employees who attempt to adulterate specimens or provide fraudulent specimens (not his or her own).

The following are examples of for-cause situations in which employees may be required to submit to testing:

- An employee's behavior matches an accepted profile of being under the influence of alcohol or drugs.
- An employee is involved in a self-inflicted injury requiring medical attention.
- An employee causes the injury of another worker who requires medical attention.
- An employee causes a non-injury property accident
- All motor vehicle accidents are required to for post accident testing
- An employees coordination, mental agility carelessness creates negligence in ways of cash handling and is disruptive to business.

Any employee who is observed coming to or returning to the job in an obviously impaired condition shall be removed from the workplace at once. A responsible supervisor shall provide or arrange for transportation for the employee. Local police may be notified if the employee insists on driving while in an impaired condition.

Any employee who tests positive will be put on suspension until an alcohol/drug evaluation is completed and said employee is cleared. Employees who test positive and who believe the test was in error may request a re-test of the original specimen.

In accordance with the federal "Drug-Free Workplace Act of 1988" employees are advised of their obligation to notify their supervisor within five days of any conviction for criminal drug activity occurring within the workplace.

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Results will be reported by the lab to Sullivan's Store Manager and the Human Resource Department/ Kathy Christensen

Additional Information

J. B. Sullivan Inc: dba: Sullivan's Foods, Ace Hardware, Savanna Inn and Suites, Savanna Station, Hampton Inn and Suites, Hampton Inn, Home 2 and Fund 601. The previously listed entities for sake of this policy are referred to as "The Company" recognizes that alcohol/drug addiction is a treatable illness and will make every effort to support an employee in need of treatment. Acceptance of such treatment will not hinder employment at J. B. Sullivan Inc: dba: Sullivan's Foods, Ace Hardware, Savanna Inn and Suites, Savanna Station, Hampton Inn and

Suites, Hampton Inn, Home 2 and Fund 601. The previously listed entities for sake of this policy are referred to as “The Company” unless job performance is unsatisfactory. Employees who complete treatment may be subject to random drug screening for a period of two years at the employer’s discretion. Any positive test results will be cause for immediate termination.